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8 January 1970

MEMORANDUM FOR: Chief, Support Services Group, CRS

SUBJECT : Changes in ADD Activities

1. The reorganization of Central Reference Service in 1967 created the Acquisition and Dissemination Division which became operational in August of that year. The first year was a real challenge for key members of the management team. The Division Chief had held various managerial positions but possessed a very limited knowledge of the publications procurement program and dissemination activity. None of the three Branch Chiefs possessed any experience in the activities which they were assigned to direct. A T/O reduction of ten positions in the following two years presented additional problems.

2. The first major change occurred in early 1968 when the Special Section assumed responsibility for dissemination of special intelligence throughout the DDP area. Although eleven new positions were created, none of the DDP personnel involved in the activity were available for reassignment. A crash program was initiated for the recruitment and training of the required personnel. Even with the use of overtime, the lack of trained personnel created many problems in staffing an activity which operates on a 7 day/24 hour basis. Unfortunately, it was during this period that the Branch Chief became quite ill and had to be replaced.

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3. The next major change in ADD occurred in March 1968 with the move of Acquisitions Branch from Key Building to Headquarters. This move permitted the Support Branch to become fully operational. Like operations were merged, personnel cross-trained and numerous procedural changes instituted during the next twelve months. By the end of FY 1969, ADD had accomplished a T/O reduction of ten positions and was performing its assigned mission in an efficient effective manner. Two additional positions were absorbed during the first half of FY 1970, bringing the current on board strength to 101.

4. The steady rising cost of the publications procurement program prompted the Executive Director-Comptroller to direct a review of the total program during the latter half of FY 1970. ADD is faced with the task of providing Agency consumers with the same efficient service and staying within a restricted budget. Tighter controls and increased reporting for management purposes will create additional workloads for all concerned. EDPD and ADD are currently attempting to develop a system for automating selected portions of the program involving ordering, statistical and fiscal information.

5. The next few years will present additional problems for ADD management. The immediate task is to accomplish a further T/O reduction of five positions by the end of FY 1970. Within the next five years approximately twenty-five ADD employees are

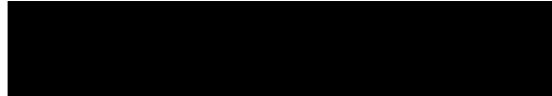
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scheduled for retirement, several of them key people with many years experience. The lack of adequate replacements and the difficulty in recruiting for the type of positions involved will present a real challenge. Potential computer applications in the field of dissemination will require a re-examination of many activities in the current operation.

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Chief, Acquisition & Dissemination Division

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